

## Procurement Plan - Step by Step Description

Step Description	General Actor(s)	Specific Actor(s)	Indicative Timing	Statutory Deadline
1. Circulate Procurement Plan guidance and templates	County Executive	County Finance and Economic Planning	June	N/A
2. Review the Work Plan, Service Delivery Plan and Project Implementation Plan to determine procurement inputs for the forthcoming year	County Executive and Non-State Actors	Departments and Sector Working Groups	June	
3. Prepare draft sector/departmental Procurement Plan				
4. Consolidate draft Procurement Plan and circulate to CEC (County Executive Committee) for initial review/approval				
5. On approval of Budget Estimates, circulate final guidance and templates to departments on Procurement Plan finalization as part of Budget Implementation Circular	County Executive	County Finance and Economic Planning	July	
6. Prepare final sector/departmental Procurement Plan in the laid down program-based format	County Executive and Non-State Actors	Departments and Sector Working Groups	July	
7. Consolidate final Procurement Plan and circulate to CEC (County Executive Committee) for final approval	County Executive	County Finance and Economic Planning	July	
8. Approve the Procurement Plan, subject to agreed changes or adjustments	County Executive	CEC	July	
9. Publish Procurement Plan on County web site or other forum to enable public accessibility	County Executive	County Finance and Economic Planning		